

# FAQs for Requested Virtual Delivery

## Introduction to requested virtual delivery

Available for both single and multi-school workshops, requested virtual delivery allows schools to engage in synchronous learning through the dedicated online platform Zoom, without the need to attend training at a school facility.

Within this virtual platform, participants engage with the same content and achieve the same learning outcomes as our requested face-to-face events, led by an approved IB Workshop Leader in a format optimised for virtual delivery.

## How do I request a workshop for virtual delivery?

You can submit a request through our dedicated requestor portal, accessible in MySchool via [MyIB](#).

## What is and what isn't requested virtual delivery?

Requested virtual workshops consist of consist of **12 hours of instruction over two consecutive days**, with an **additional independent work assignment**.

Participants are provided with exclusive access to the Zoom platform for the duration of the workshop and engage individually from their personal computers.

Virtual delivery does *not* include:

- A requested face-to-face workshop with some participants joining virtually
- All participants gathered in one room or at one screen with a workshop leader joining virtually
- Participants from one school attending face-to-face, with participants from other schools attending virtually
- Having the workshop delivered partly face-to-face, partly online

## What is the request deadline?

Schools must submit their request for a virtual workshop via the requestor portal at least eight weeks before the desired workshop start date. Requests submitted after this date may be subject to delays and may not be approved.

## I have a requested face-to-face or requested online workshop scheduled, but I'd like to switch to virtual delivery. What are my options?

If you'd like to change the delivery mode of a currently scheduled workshop to virtual, you will need to request a cancellation and reschedule your event. Please get in touch with your PD representative to discuss your options.

## What are the completion criteria?

To fulfil the criteria for completion, participants must attend all sessions of the workshop, as confirmed by attendance lists submitted to the IB post-event.

## How do I register participants?

You will receive a registration link once your request has been processed by the [IB](#).

### **What if I need to change any participant details?**

These types of changes can be made in our registration system. Additional instructions will be provided in your acknowledgment email.

We strongly advise schools and those registering participants to double check all details are correct before the deadline. If changes are required after the registration deadline, please email your point of contact on the IB Professional Development team.

Carefully check the following details: Name of the workshop, participant name and email address. Please note that workshop information will be emailed to school coordinators and participants, as well as the assigned workshop leader. Therefore, it is essential that a correct email address is provided.

### **What if there are technical issues during my workshop?**

Schools must provide IT support to participants during the delivery of requested virtual workshops. The IB and workshop leaders are unable to provide IT support and we recommend that you assign a member of your staff to be on call if any issues arise. Please refer to our [Global Terms & Conditions](#) for further information.

### **What is the cost?**

Please refer to our Global chart of [PDD offerings for the latest prices](#)

### **How will I be billed?**

You will receive an invoice 2 weeks after event completion.

### **Additional information on virtual delivery**

For more detailed information on requested virtual delivery, please visit the website: <https://ibo.org/professional-development/workshop-delivery-options/request-a-workshop/request-a-virtual-workshop/>